New Jersey Department of the Treasury
Division of Purchase and Property

Quick Reference Guide:

How to Search for State Contracts
# Table of Contents

1. How to Search for State Contracts Using NJSTART: ................................................................. 3
   1.1 To begin the search, navigate to www.njstart.gov ................................................................. 3
   1.4 To find specific contracts: ........................................................................................................ 5
   1.5 To view more information on a specific contract: ................................................................. 6

2. How to Search for Contract Spend by Agency and Vendor Using the New Jersey Transparency Center: 7
   2.1 To begin the search, navigate to www.YourMoney.NJ.Gov .................................................. 7
   2.5 To narrow your search: .......................................................................................................... 8
   2.6 To sort the data: .................................................................................................................... 8
1. How to Search for State Contracts Using NJSTART

1.1 To begin the search, navigate to www.njstart.gov

1.2 For a quick search, click on “Advanced” at the top of the NJSTART homepage.

Then select a ‘Document Type” (Bid Solicitations, Blankets, or Vendors) from the dropdown list.

Select and enter your search criteria (e.g., food), then hit ‘Search.’

Your results will appear (see next page).
1.3 You can also click on the “Active Contracts” link at the bottom of the homepage.

1.4 Click on “Advanced Search.”
1.5 To find specific contracts:

Select a “Document Type” e.g., “Blankets” (contracts), then enter your search criteria into the appropriate box(es) and select “Search.” The example below illustrates a search for the keyword “Food.”

**Note:** If you are trying to search for a contract by T-Number (Term Contract Number), enter the T # (i.e., T0021) in the “Description” box as shown below and hit “Search.”
1.6  To view more information on a specific contract:

Scroll down to view the results. Then select one of the **Contract/Blanket #s**. For example, we selected “16-FOOD-00061,” which has “Gregory Packaging” listed as the vendor. (The example vendor cited is for informational purposes only and does not represent an endorsement of that company by the State of New Jersey.)

![Contract/Blanket # Search Result]

1.7  To see additional details and attachments for the selected blanket (contract), click on the **Contract/Blanket number (16-FOOD-00061)**.

![Contract/Blanket # Details]

---

**Department of the Treasury**
**Division of Purchase and Property**

6 of 9
2. **How to Search for Contract Spend by Agency and Vendor Using the New Jersey Transparency Center**

2.1 **To begin the search, navigate to** [www.YourMoney.NJ.Gov](http://www.YourMoney.NJ.Gov)

2.2 **Click on the “Purchasing” tab, then click on “Agency Purchasing Data.”**

2.3 **Click on “View Data.”**
2.4 A list of contracts will appear.

2.5 To narrow your search:
Type in an agency or vendor name into the search box (Find in this Dataset) and press the “Enter” key on your keyboard. For this example, we have searched for contracts involving an agency (Treasury).

2.6 To sort the data:
You will see a list of all contracts involving the agency (Treasury). You can sort this data by selecting the different headers at the top in gray, such as “DEPARTMENT_AGENCY” or “VENDOR_NAME” (see next page).